

Guelph Street Corridor Secondary Plan Terms of Reference

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Table of Contents

Guelph Street Corridor Secondary Plan Terms of Reference	3
1.0 Introduction and Background Information	3
2.0 The Study Area	4
3.0 Objective and Project Description	5
4.0 Policy Context	5
4.1 Provincial Legislation, Plan and Policies	5
4.2 Regional Official Plan Review	6
4.3 Official Plan Background	7
4.4 Guelph Street Corridor Official Plan Policies.....	7
4.5 Outside of the Corridor Area	7
4.6 Town of Halton Hills Strategic Plan	8
4.7 Climate Change Resolution.....	8
4.8 Other Local Strategies/Priorities.....	8
5.0 Scope of Work.....	8
6.0 Project Team.....	11
6.1 Technical Advisory Committee:.....	12
6.2 Guelph Street Revitalization Steering Committee	12
7.0 Engagement Strategy.....	13
7.1 Indigenous Engagement Strategy	14
7.2 Public Engagement	14
7.3 Accountability	14
8.0 Digital Information	15
9.0 Budget.....	16
Appendix A: Guelph Street Corridor Study Area and Secondary Plan	17
Appendix B: Town Master Plans and Studies	18
Appendix C: ArcGIS Preferred Format and Data Requirements	20

Guelph Street Corridor Secondary Plan Terms of Reference

1.0 Introduction and Background Information

Located within the Greater Toronto Area, the Town of Halton Hills (“Town”) is known for its quality of life, small-town feel, open-for-business approach, and leadership in sustainable development. The Town’s population is forecasted to grow to approximately 98,890 by 2041 and 132,050 by 2051. With an average age of 39.3 years, the Town has the second lowest average age in Halton Region.

The Town strikes the perfect balance between urban and rural living and is known for a superior quality of life that attracts employers, families, and a high-quality workforce. An exceptional network of trails for hiking and cycling, along with a rich arts and culture sector, have helped the Town rank in the Top 10 Places to Live in Canada. Based on its Strategic location, the Town is expected to continue to grow and attract young families. The Town is committed to ensuring that current and future residents have access to local work opportunities, accessible infrastructure and an adequate supply and range of housing choices.

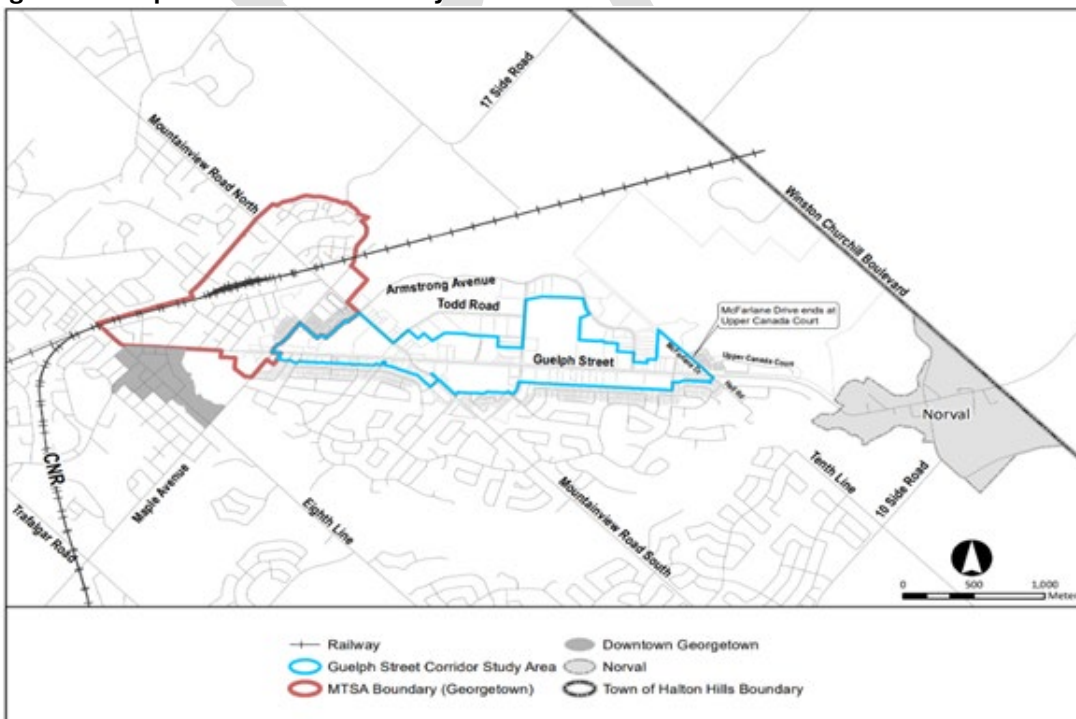
The Town of Halton Hills is committed to building complete communities and leveraging opportunities for redevelopment in key growth areas including the Georgetown and Acton Major Transit Station Areas (MTSA), Downtown Georgetown, and the Guelph Street Corridor¹. In 2022, through Regional Official Plan Amendment No.48, the Guelph Street Corridor was designated as a Regional Secondary Node. Secondary Nodes are intended to be a focus for growth through mixed use intensification at a scale appropriate for their context. In addition, given current Provincial direction for municipalities to build more homes faster, and the mandated 9,500 new homes by 2031 target that the Province has directed the Town to achieve, it is imperative that the Town leverages opportunities for intensification within the Guelph Street Corridor with a focus on neighbourhood renewal, and providing a variety of housing choices and amenities to resident in the area. Although Official Plan policies and development guidelines were established for the Guelph Street Corridor and the Community Node as part of the previous Official Plan Review Process in 2006, it is appropriate that the current policies, for lands along the Corridor and within the Node be reviewed to ensure that an appropriate scale and form of development can be achieved over time. In light of this, the Town is seeking a qualified consulting team to help prepare a Secondary Plan for the Guelph Street Corridor which will provide a planning framework for this important intensification area.

2.0 The Study Area

The Guelph Street Corridor is located along Guelph Street, between Maple Avenue and Hall Road/McFarlane Drive in Georgetown. The Study Area generally includes properties that front onto the north and south sides of Guelph Street, between Maple Avenue and Hall Road/McFarlane Drive. Guelph Street is a multipurpose arterial road that connects to Highway 7 which is considered a Provincial Highway. Adjacent to the Guelph Street Corridor is the Hamlet of Norval to the east end of the corridor, and the Georgetown MTSA and Downtown Georgetown to the west end of the corridor. Guelph Street is the largest retail commercial corridor in the Town providing critical retail services to Halton Hills' residents. The Town envisions the redevelopment of the corridor into a mixed-use vibrant area with access to a multi-model transportation network, and ample recreational, shopping and employment opportunities.

The Guelph Street Corridor intensification potential stems from its prime location in close proximity to Downtown Georgetown and the Georgetown GO Station, direct access to existing GO bus routes to connect to high order transit and future plans to implement local transit through this area. The land uses north of Guelph Street are primarily employment and south of the Corridor are mainly low density residential. Redevelopment along the boundaries of the study area should address adjacent employment uses and established neighbourhoods through compatible land use and design, and appropriate height transitions. A Secondary Study Area has been identified to ensure that consideration is given to adjacent uses and appropriate transitional policies (See Appendix A).

Figure 1: Guelph Street Corridor Study Area



3.0 Objective and Project Description

The Town of Halton Hills is seeking an experienced and qualified Consultant to conduct the Guelph Street Corridor Study, which will formulate recommendations for a preferred Land Use Plan and provide direction regarding tools such as a proposed policy framework to incentivize redevelopment and intensification in the area. Building on the technical work completed as part of the [Intensification Opportunities Study Update \(2020\)](#), this Study will prepare technical studies related to transportation impacts, servicing capacity and commercial needs. Updates to the Guelph Street Urban Design Guidelines to include the remaining section of the Guelph Street Corridor, between Sinclair Avenue and Hall Road/McFarlane Drive, will also be required as part of this Study.

The strategic objectives of the study are to:

- i. develop a vision, goal and objectives that embrace the concept of place making by promoting context appropriate intensification in the corridor that helps build a distinct character, sense of community and creative design;
- ii. support mixed use development that integrates well with existing and adjacent uses and adds to the town efforts to expand housing choices;
- iii. promote sustainable, age friendly and accessible design practices;
- iv. encourage connectivity of all transportation modes and the concept of ‘complete streets’ by prioritizing transit, cycling and pedestrian friendly development to create a context for a healthy lifestyle and high quality of life;
- v. build on the work for the Intensification Opportunities Study Update, to assess transportation, servicing capacity, and current economic and market conditions to support future intensification along the Corridor; and,
- vi. support efforts to enhance and connect to local public infrastructure, parks and open space.
- vii. Support new and existing businesses by providing a wide range of permitted uses and commercial space opportunities.

4.0 Policy Context

4.1 Provincial Legislation, Plan and Policies

The Provincial Policy Statement (2020) and the Growth Plan (2020) provide strong direction for increased intensification and planning for complete communities across the Greater Golden Horseshoe. These policies support prioritizing intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability. These Provincial Plans also reinforce the close integration of transportation and land use planning and planning practices which facilitate active transportation and provide

for a range and mix of uses and activities. Policies in these overarching Provincial documents direct a significant portion of new growth through intensification to urban built-up areas such as the Guelph Street Corridor to efficiently use land and infrastructure and support active transportation.

Relevant policies of the Provincial Policy Statement include Section 2 and 3 (1.1.3.b and 1.1.3.3), which requires municipalities to provide for an appropriate range and mix of housing options and densities within their built-up areas by permitting and facilitating residential intensification, including the conversion of existing commercial and institutional buildings for residential use, development and introduction of new housing options within previously developed areas, and by directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs.

In May 2024, the Province introduced the Provincial Planning Statement (20240, which will replace the current Planning Policy Statement and the Growth Plan for the Greater Golden Horseshoe. It is anticipated that this document will be finalized in the summer and will provide additional direction through the completion of the Guelph Street Corridor Secondary Plan process.

On August 22, 2023, the Ministry of Municipal Affairs and Housing advised the Mayor in writing that the Town of Halton Hills' Housing Target is 9,500 homes to be constructed by 2031. The Mayor confirmed the Town's commitment to meeting the 9,500 homes target and outlining the actions and constraints that the Town will need to address to achieve the target.

4.2 Regional Official Plan Review

Halton Region initiated a review of its Regional Official Plan in 2014. A number of technical discussion papers were prepared as part of the review and two Regional Official Plan Amendments were submitted to the Province for approval. Regional Official Plan Amendment 48 (ROPA 48) and Regional Official Plan Amendment 49 (ROPA 49) were approved by the province in 2021 and 2022 respectively.

ROPA 48 implements components of the Regional Urban Structure to establish a hierarchy of strategic growth areas in the Regional Official Plan. ROPA 48 includes the following components: delineation of Major Transit Stations, Regional Nodes, Performance Targets, Urban Growth Targets, and Employment area Conversions. Through ROPA 48, new Major Transit Station Area boundaries were put in place for the Acton and Georgetown GO Stations² and two parcels were converted from employment to allow mixed use development. Specifically, along the Guelph Street Corridor, 344 Guelph Street, a former factory that is now vacant, has been redesignated to allow mixed-use development. In

addition, Guelph Street was designated a Secondary Regional Node which are Strategic Growth Areas with a focus on providing a range and mix of uses. The policies in the Regional Official Plan encourage municipalities to delineate boundaries for Secondary Regional Nodes and require the completion of detailed official plan policies or an Area-Specific Plan for these areas. ROPA 48 was approved by the Province with minor modifications on November 10, 2021.

In November 2022, Bill 23 removed land use planning responsibilities from the Region of Halton. Bill 185, which received Royal Assent on June 6, 2024, identifies Halton Region as an Upper-tier without planning responsibility as of July 1, 2024. Therefore, as of July 1, 2024, the Region's Official Plan and responsibility to implement it has been transferred to the Town. Nonetheless, upper-tier municipalities without planning responsibilities will continue to play a critical role in servicing and infrastructure development.

Any pending work on the Regional Official Plan Review including ROPA 50 (updates to the Natural Heritage System and Agricultural Policies) and other minor policy amendments to ensure conformity to Provincial Plans will need to be completed by the Town through the upcoming Official Plan Review Project.

4.3 Official Plan Background

The current Town's Official Plan was adopted by Town Council in September 2006, approved by Halton Region in March 2008, and consolidated to include the most recent Official Plan Amendments in 2024. The Official Plan sets out the Town's policies for growth and development to the 2031 planning horizon.

The document consists of three components: Part I: The Preamble, Part 2: the Official Plan text and Schedules and Part 3: The Appendices, which do not constitute part of the Official Plan, but provide additional information to assist in implementation of the Official Plan.

As required by the Planning Act, the Town will be undertaking a review of the official plan to ensure conformity with Provincial and Regional plans and legislation. It is anticipated that the Official Plan Review Project will commence in the fall of 2024 and be completed in approximately 2 years.

4.4 Guelph Street Corridor Official Plan Policies

Guelph Street, from Maple Avenue to Sinclair Avenue, is identified as an Intensification Area in the Official Plan. There are numerous land use designations within the Guelph Street Corridor, including the Mixed-Use Sub-Area, Major Commercial Sub-Area, Major Parks and Open Space Area, Major Institutional Area, Secondary Commercial Sub-Area, Corridor

Commercial Area, and General Employment Area. Other periphery designations adjacent to the Study Area include Low Density Residential Area, Employment, and Greenlands. Outside of the Corridor Area

Guelph Street travels through the Hamlet of Norval, which is outside of the corridor area; however, there are policies and objectives from the Norval Secondary Plan that may need to be considered as Guelph Street transitions into an intensification corridor. Guelph Street also travels through, the Georgetown GO Station Secondary Plan Area, which is also outside of this corridor. This Secondary Plan is currently undergoing a review.

4.5 Town of Halton Hills Strategic Plan

The Town's [Strategic Plan](#), guides decision-making, sets priorities and focuses the Town's efforts on the specific areas of strategic action required to achieve the Town's vision. The Guelph Street Corridor Study must consider the goals and priorities identified by Town Council in the current [Strategic Plan](#).

4.6 Climate Change Resolution

The Town is focusing on corporate and community-wide actions to reduce or remove greenhouse gas (GHG) emissions through mitigation and adaptation measures. These measures are mutually beneficial. Effective mitigation can reduce climate change impacts; therefore, reducing the level of adaptation required by a community. Similarly, mitigation actions help us to adapt to climate change and to protect and preserve the Town's natural assets and ecosystem. To achieve measurable results, the Town has adopted a [Low Carbon Resilience Framework](#).

4.7 Other Local Strategies/Priorities

The Town is undertaking a number of initiatives that must be considered as part of the Guelph Street Secondary Plan. These initiatives provide important content to the Secondary Plan.

The Town's Transportation Master Plan was last updated in 2011. A review of the Master Plan is scheduled to commence in 2024. Another key initiative that may need to be considered through this review is the ongoing Stormwater Master Plan which is anticipated to be completed by winter 2024. **Appendix B** provides a list of Town master plans and initiatives.

5.0 Scope of Work

Phase 1: Develop a Vision (Fall 2024- Spring 2025)

Phase 1 of the study will involve undertaking a review of existing conditions, including a review of background documents and previous studies such as the Intensification Opportunities Study Update (2020). During this Phase, an analysis of issues and opportunities and the development of a vision and associated goals and objectives will be completed. These elements will be used as the basis for developing alternative Intensifications Scenarios in Phase 2.

During this phase, the Community Engagement Plan describing an innovative engagement program to obtain community input on the vision for future growth along the Corridor will be prepared. A Public Open House-Visioning Session to develop a participatory vision of the future of the Guelph Street Corridor will be held. An introductory meeting with the Technical Advisory Committee (“TAC”) and the Guelph Street Revitalization Steering Committee will also take place during this phase. The Consultant will be responsible for preparing all material for the Public Open House and Committee Meetings including preparing agenda, presentation and other material, and meeting minutes. A report summarizing the feedback from community and the Committees, including infographics to concisely present the data, will be prepared. At the end of Phase 1, Town staff will present an update report to Council which will provide a summary of the deliverables, what was heard from the community during this phase of the project and next steps. The Consulting team will work with Town staff to prepare and deliver a Council presentation.

Deliverables¹:

- i. Community Engagement Plan
- ii. Background Report
- iii. Public Open House #1- Visioning Session
- iv. Technical Advisory Committee Meeting (TAC) Meeting #1
- v. Guelph Street Revitalization – Steering Committee Meeting #1
- vi. Prepare a Draft vision and Associated Goal and Objectives
- vii. Community Engagement Summary Report
- viii. Council Presentation

Phase 2: Prepare a Preferred Land Use Plan (Spring 2025- Fall 2025)

Phase 2 will focus on the development of Land Use Plans. Each scenario will be based on and support the elements of the Vision, Goals, and Objectives. To support the Preferred Land Use Plan, technical reports related to transportation, servicing and commercial impact will be prepared.

The Transportation Study will review future planned road improvements and will consider and make recommendations of any additional improvements necessary to facilitate development within the study area. The Transportation/Traffic Study will cover a range of

¹ At least three revisions are anticipated for each document under the list of deliverables.

transportation related components and a detailed scope of work for the Study must be circulated and reviewed by the Town. The consultant will be required to collect existing traffic data in support of establishing the baseline analysis for the transportation study. A preliminary count of the amount of intersections required for count is 15 intersections. In addition, the Transportation Study will:

- Consider the need for a conceptual design of a local internal road system, incorporation of active transportation (sidewalks, MUP, bike lanes, trails), streetscaping, traffic impacts of development, entrance and intersection locations, intersection and turn lane improvements.
- Identify existing transportation deficiencies and potential means to address them; Assess the potential to incorporate recommendations from the Active Transportation Master Plan to promote pedestrian and cyclist safety;
- Assess the impact that future development (through intensification) could have on current and planned transportation infrastructure.

An Area Servicing Plan will be prepared to understand servicing capacity in the corridor and future capacity needed to accommodate the proposed intensification. The Commercial Needs Assessment will assess the need for commercial floorspace and ensure that the appropriate amount of commercial floorspace is retained through future intensification. In addition, Cultural Heritage Evaluation Reports for two key listed properties located at 45 Rosefield Drive and 95 Guelph Street will be prepared.

A meeting with the TAC and the Guelph Revitalization Steering Committee will be held during Phase 2 to present the result of the technical reports and Land Use Plans. Once comments from the TAC and the Guelph Revitalization Steering Committee are addressed, a Public Open House will be held to gather additional feedback from the public. At the end of this Phase. Town staff and the Consulting team will present to Council a summary of key deliverables, the feedback received, and the draft Preferred Land Use Plan for Council endorsement.

Deliverables²:

- i. Land Use Plans Report
- ii. Area Servicing Plan²
- iii. Transportation Study
- iv. Commercial Needs Assessment
- v. Cultural Heritage Evaluation Reports (for 45 Rosefield Drive and 95 Guelph Street)
- vi. TAC Meeting #2
- vii. Guelph Street Revitalization – Steering Committee Meeting #2
- viii. Public Open House #2
- ix. Preferred Land Use Plan Report

² It is anticipated that for the Servicing Plan and transportation Study an interim planning horizon and long-term planning horizon will need to be considered.

- x. Guelph Street Revitalization – Steering Committee Meeting #3
- xi. Council Presentation

Phase 3: Finalize the Plan and Urban Design Guidelines (Fall- Winter 2025)

Phase 3 will require further analysis and refinements of the Preferred Land Use Plan to prepare the Final Plan which will identify specific policy recommendations for updating Official Plan Policies within the corridor. The Design Guidelines that were prepared for the Guelph Street corridor as part of the Intensification Opportunities Study Update (2020) will be updated to consider best design practices to incentivise intensification and to incorporate the area on Guelph Street, from Sinclair Avenue to Hall Road/ McFarlane Drive.

A Public Open House will be hosted to present the draft Secondary Plan and Updated Urban Design Guidelines (UDG). The Draft OPA will then be presented at the Public Open House and Statutory Public Meeting. Following the final Public Open House and Statutory Public Meeting a Consultation Summary will be prepared listing the comments received and the project team's responses. The summary will also include any comments or questions from the Statutory Public Meeting in order to form the Public Record. A Recommendation Report and Council presentation will be delivered at the end of this phase.

Deliverables⁴:

- i. Draft Secondary Plan .
- ii. Urban Design Guidelines Update
- iii. TAC Meeting #3
- iv. Guelph Street Revitalization – Steering Committee Meeting #4
- v. Public Open House # 3
- vi. Public Engagement Summary Report (including public record)
- vii. OPA & ZBLA
- viii. Public Open House #4 and Statutory Public Meeting
- ix. Guelph Street Revitalization – Steering Committee Meeting #5
- x. Recommendation Report and Council Presentation

6.0 Project Team

The Project Team will be comprised of the Town's project lead, Town technical experts and the Consultant. It is anticipated that biweekly check-in meetings will be scheduled as required between the Town's Project Manager and the Consultant's Project Lead to discuss any issues and monitor the Project timeline and deliverables. Additional meetings to prepare for upcoming Public Open Houses may be required with the Town's Communications Team.

The Guelph Street Corridor Secondary Plan will be guided by a Technical Advisory Committee and the Guelph Street Revitalization – Steering Committee .

6.1 Technical Advisory Committee:

The Technical Advisory Committee will be comprised of key representatives of:

- i. Pertinent Town of Halton Hills departments
- ii. Provincial Ministries (MMAH, MTO)
- iii. Halton Region
- iv. Credit Valley Conservation
- v. Halton Hills Hydro and other utility companies as required
- vi. Halton District School Board
- vii. Halton Catholic District School Board
- viii. French Public and Catholic Boards
- ix. Other public agencies, as determined appropriate

The role of the Technical Advisory Committee is as follows:

- i. Review project deliverables and provide comments during the study process;
- ii. Assist with issue identification and resolution;
- iii. Members to liaise with their respective organizations to ensure study awareness and to provide one-window coordination on behalf of their organization;
- iv. Provide data input; and
- v. Meet on a regular basis to monitor the progress of the study.

6.2 Guelph Street Revitalization Steering Committee

The Guelph Street Revitalization Steering Committee is very much interested in the creation of an inspiring and achievable long-term vision for the redevelopment and enhancement of this corridor.

Political representation on the Guelph Street Revitalization Committee will include the Mayor as Chair and two or three Ward 3 and 4 Councillors. Other stakeholders such as landowners, the business community/Chamber of Commerce representatives, potential investors, major real estate agencies and area residents will be included on the Committee. Participation will be determined at the start of the project.

The Committee will primarily be supported by staff from the Planning and Development Department. Additional support will be provided by the Economic Development Division of the Community Services Department as required.

The specific role of the Committee will be to:

- Bring together community resources
- Share information / knowledge of the study area

- Provide input at key stages of the project and/or on key issues
- Receive feedback from community members outside the Committee
- Serve as a direct link between the Project Team and the Community

Meetings are anticipated to be held every other month. The consultant is expected to participate in a total of 5 (three hour) meetings as per the list of deliverables. For those meetings, the consultant will prepare the agenda, presentation and other meeting material, and meeting minutes to be circulated to the group within a week of the meeting. Additional meetings will be scheduled and organized by Town staff as required.

7.0 Engagement Strategy

Community engagement and public participation will form a large component of the Guelph Street Corridor Study. Considering that local businesses and landowners are key players in initiating and carrying out redevelopment along the Guelph Street Corridor, the Town's Economic Development Team will act as a liaison to engage with existing businesses in the Study and ensure that feedback is incorporated as needed.

The Community Engagement Plan for the Guelph Street Corridor Study Project must conform to the Town's Public Engagement Charter and align with Accessibility for Ontarians with Disabilities Act and branding requirements outlined by the Town's Communications Department.

The Community Engagement Plan must identify:

- i. Community engagement goals for the Study
- ii. The methods and types of notice and engagement, including:
 - a. Online newspaper advertisements, newsletters, email notification, mail-outs
 - b. Online engagement e.g., online surveys, (alternative formats should be developed for those unable to participate online i.e., mail drop)
 - c. Community meetings, workshops/pop up workshops
- iii. Project webpage and the use of social media (including graphics/photos for social media).
- iv. Key businesses and community groups
- v. Areas of the Study that are prescribed to ensure conformity with Regional and Provincial Policy and areas of the Study that the community can influence
- vi. The best way and format (virtual, in-person or hybrid) to engage the community during each phase of the project
- vii. Strategy to engage the Guelph Street Revitalization Steering Committee through the different project phases
- viii. How to report back, collect feedback, and evaluate success
- ix. Integration with the Town's communication function including use of the Town's Let's Talk Halton Hills community engagement platform.

7.1 Indigenous Engagement Strategy

Consultation with Indigenous communities shall adhere to the Town's protocols. An Indigenous Engagement Strategy for treaty holders and those communities that have historically lived on the land now located within the Town of Halton Hills will be led by the Town. The Consulting Team will incorporate feedback received through this process into their reports.

7.2 Public Engagement

The Town uses its official website, social media accounts and Let's Talk Halton Hills platform to engage with the community virtually. Let's Talk Halton Hills is an online engagement platform for Town-led initiatives. Various tools are available for use on the platform, including surveys, two-way communication with Town staff, project timelines, interactive mapping, quick polls, forums, ideas, guestbook and newsfeed.

Recorded virtual Open Houses and other relevant materials can be published for residents to view at a later time. The Town's official website, haltonhills.ca can be linked to the Let's Talk Halton Hills project page, providing residents and stakeholders with on-going information. The Town's official social media channels: Twitter, Facebook, LinkedIn and Instagram are used strategically to provide updates on the HHOP and to promote public open houses. The Town also has other engagement vehicles like the Town's e-newsletters (The Current and Economic Development Newsletter).

Any virtual consultations will be held working collaboratively with the Communications staff, adhering to the processes and guidelines established by the municipality. The Consultant will be provided the 'Virtual Guidelines for Staff and Consultants'.

The Town's Communications team will be responsible for promoting opportunities for public participation via the municipal website, social media, e-blasts and e-newsletter and advertising (if applicable). Copy (content) and graphics shall be supplied by the Consultant for review and use by staff.

7.3 Accountability

Under direction of the Director of Planning Policy, the Town's Project Manager will manage, coordinate, and supervise the Study, with the responsibility of:

- i. Ensuring compliance with the Terms of Reference
- ii. Ensuring financial resources are well managed
- iii. Securing and providing existing information to the Consultant
- iv. Ensuring participation and co-ordination of all stakeholders
- v. Coordinating and conducting individual stakeholder meetings
- vi. Coordinating a Technical Advisory Committee

- vii. Coordinating a Community Working Group
- viii. Prepare Council reports and arrange Council presentations/Workshops in conjunction with the Consultant
- ix. Serving as Chair of Technical Advisory and Community Working Group
- x. Liaising with Technical Advisory and Community Working Group
- xi. Coordinating the community engagement program and events
- xii. Coordinating any other pertinent studies
- xiii. Coordinating all project communications
- xiv. Meeting regularly with the Consultant
- xv. Answering Consultant questions
- xvi. Approving in-progress deliverables submitted by the Consultant
- xvii. Updating the project information page on the Town website and coordinating online consultation activities on Let's Talk Halton

The Consultant's Project Manager will manage, coordinate, and supervise the technical work, with the responsibility of:

- i. Ensuring compliance with the Terms of Reference
- ii. Ensuring financial resources are well managed. Any changes to the scope of work must be pre-approved by the Town's Project Manager in advance
- iii. Overall supervision of project activities including public consultations as required
- iv. Coordinating deliverables with other technical experts from the Consultant's team including meeting minutes and agendas
- v. Ensuring that quality control is completed on all deliverables
- vi. Delivering reports and other project activities on time (at least 3 iterations of all documents/submissions are anticipated to address comments from Town staff, external agencies and the community)
- vii. Meet regularly with the Town's Project Manager and other key stakeholders
- viii. Answering all Town's questions

8.0 Digital Information

All digital information required as part of this review is to be provided in accordance with the following:

- i. Data, sketches, drawings and reports generated by the Consultant for the purpose of this study shall become the property of the Town
- ii. Digital copies of the written reports are to be provided in both MS Word 2010 (or any other original format) and PDF format
- iii. Refer to the Town's AODA compliance Section 7.28 of this RFP document.
- iv. Final GIS data must be provide on Desktop/ArcMap 10.x. The Town does not support Map Packages, ArcGIS Pro or ArcGIS Online packages. The final maps

- should be provided as, .mxd map files with a single geodatabase.
- v. Maximum path length limitations: file paths can be up to 248 characters

See **Appendix C** for additional information regarding the Town's ArcGIS Preferred Format and data requirements.

9.0 Budget

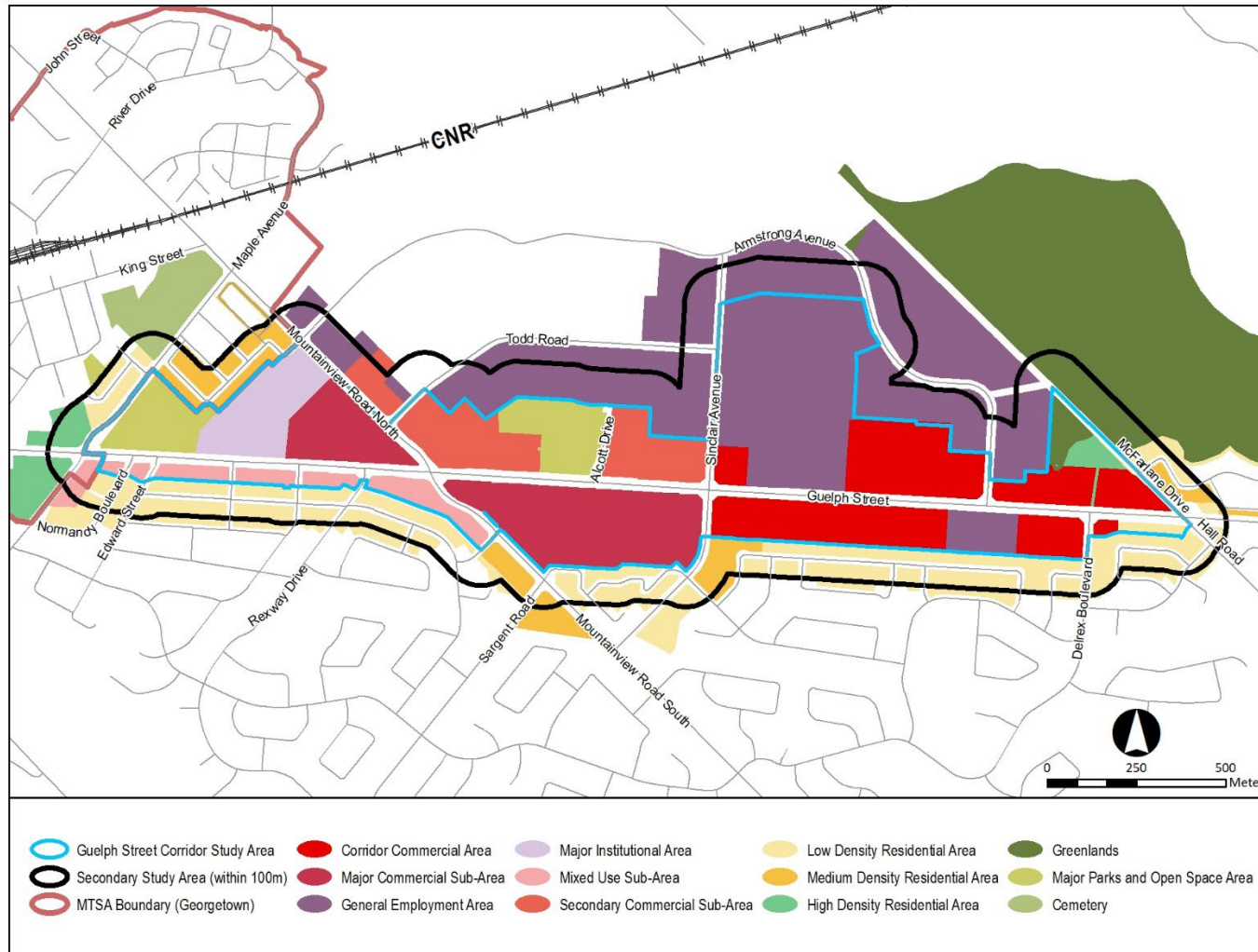
The Town has allocated a total budget of \$295,000 (exclusive of HST) for this project outlined in this Request for Proposal. The total budget, inclusive of all project expenses, administrative cost and disbursement for this performance of the work. No additional fees shall be accepted.

In the event that the highest scoring Proponent's Total Price exceeds the stated budget, the Town may, at its discretion, consider the next ranking Proponents whose price is within the specified budget.

All prices shall remain firm for the duration of the Contract.

In addition, Proponents are asked to provide hourly rates of key staff members, in the event there is a request from the Town to provide work in addition to the original scope of work. Any additional work that may or may not incur additional cost must be approved by the Town prior commencing the work.

Appendix A: Guelph Street Corridor Study Area and Secondary Plan



Appendix B: Town Master Plans and Studies

Town Initiatives	Department	Status
Cultural Heritage Strategy	Planning & Development	Complete
Green Development Standards (2021)	Planning & Development	Complete
Employment Land Needs Assessment (2019)	Planning & Development	Complete
Intensification Opportunities Study (2017)	Planning & Development	Complete
Retail Commercial Demand (2016)	Planning & Development	Complete
Southeast Georgetown Secondary Plan	Planning & Development	Ongoing
Stewarttown Secondary Plan	Planning & Development	Ongoing
The Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review	Planning & Development	Ongoing
Market Study Update: Georgetown Trade Area (2016)	Planning & Development	Complete
Fire Master Plan	Fire Department	Ongoing
Climate Change Adaptation Plan	Business, Environment and Culture	Complete
Low Carbon Transition Strategy	Business, Environment and Culture	Complete

Land-Based Renewable Energy Mapping Study	Business, Environment and Culture	Ongoing
Natural Assets Management	Business, Environment and Culture	Ongoing
Tree canopy Management Program	Business, Environment and Culture	Ongoing
Privately-Owned Tree Management Strategy	Business, Environment and Culture	Complete
Economic Development and Tourism Strategy	Business, Environment and Culture	Complete
Foreign Direct Investment (FDI) Strategy	Business, Environment and Culture	Complete
Cultural Master Plan Update	Business, Environment and Culture	Ongoing
Public Art Master Plan	Business, Environment and Culture	complete
Truth and Reconciliation Strategy	Business, Environment and Culture	Phase 1 scheduled for late 2023-2024
Equity, Diversity, and Inclusion Strategy	Business, Environment and Culture	On hold
Updated Community Improvement Plan	Business, Environment and Culture	Complete
Mill Street Neighbourhood Study	Transportation & Public Works	Complete
Trucking Strategy	Transportation & Public Works	Complete
Eighth Line EA	Transportation & Public Works	Complete
Transit Service Strategy	Transportation & Public Works	Complete
Specialized Transit Plan	Transportation & Public Works	Complete
Active Transportation Master Plan	Transportation & Public Works	Complete
Transportation Master Plan Update	Transportation & Public Works	Starting 2024(pending completion of Regional TMP)
Stormwater Master Plan	Transportation & Public Works	Ongoing
Parking Study	Transportation & Public Works	Complete
Recreation and Parks Strategic Action Plan	Recreation and Parks	Complete
Parkland Acquisition Study	Recreation and Parks	Complete

Appendix C: ArcGIS Preferred Format and Data Requirements

ArcGIS Preferred Format

The Town of Halton Hills uses ESRI applications and will provide initial data in ESRI's geodatabase format. The town will expect that new and updated layers and data will be returned in ESRI's geodatabase format. Similarly, any mapping provided back to the town should be in ESRI's map document format (.mxd). We currently only use ArcGIS Desktop and will only expect ESRI's map document format (.mxd) as deliverable as opposed to ArcGIS Pro project files (.apr) or any other format.

It is important that the consultant follow the existing data structure and schema used by the Town of Halton Hills. In other words, the data structure in the provided town's layers should not be altered. On the other hand, any new or updated data should follow the Town's established database standards, should be added to the provided ArcGIS Desktop geodatabase in the appropriate folder (feature dataset) and returned to the town at the completion of the Official Plan Review project.

The following is the explanation of the structure of provided geodatabase that will help exchange data between the town and the consultant:

Geodatabase Structure and Instructions

This geodatabase will contain four folders (feature datasets).

Four Folder Structure of the Geodatabase

aTOHH

This first folder contains the Town's Data in terms of multiple individual layers. The contents of this folder should not be altered in anyway.

bOtherAgencies

This second folder will contain Data from other sources such as Ministries, Conservation Authorities, and external organization that the Town sublicenses to the Consultant. The contents of this folder should not be altered in anyway.

cModifiedData

This third placeholder folder should be used by the consultant to provide any data layer containing updated information. Please note that only modified feature should be identified through appropriate legible symbolization in the provided mapping. It is important to note that only the updated feature(s) should be the only object in the modified layer. Finally, all associated attribute fields of the altered objects should be filled appropriately.

cNewData

This fourth folder should be used for any new Data that will be created by the consultant. The new data should also be identified in the mapping being returned to the Town through legible and appropriate symbolization. It is expected that the new layer will also contain the appropriate attribute information associated with the features being provided

through the layer. If the consultant brings data from other agencies that is more appropriate or recent, it should be saved and sourced from this folder by the map documents (.mxd's) that will be provided by the consultant to the town at the end of the project.

Returning the Updated Geodatabase and Map Documents (.mxd's)

Once the geodatabase and mapping have been updated, they should be returned to the Town of Halton Hills electronically.

Mapping Requirements

Wherever possible, the consultant should use the current symbolization that are used by the Town in the previous Official Plan. Similarly, new features should be appropriately symbolized and labelled. It is important to inform the Town's GIS staff in case new symbolization is required in the Official Plan mapping.

Additional GIS Information

The consultant is also required to review and meet the standards described in TOWN OF HALTON HILLS ITS-GEOMATICS - CONSULTANT DATA SUBMISSION GUIDE in lieu of this initial guidance being provided with in the RFP. Please note again that we currently only use ArcGIS Desktop and will only expect ESRI's map document format (.mxd) as a deliverable as opposed to ArcGIS Pro project files (.apr) or any other format. The ArcGIS map document (.mxd) should be returned with ArcGIS Desktop geodatabase.